

**OWCP FORMS FOR
TRAUMATIC & OCCUPATIONAL DISEASE/ILLNESS**

**❖ CA-1 (Notice of Traumatic Injury)
(Used for Traumatic Injury Only)**

Supervisor provides a CA-1 to the technician when:

- He/she becomes aware of a job related accident or injury-causing incident,
- A technician may lose time from work on any day following the date of injury
*Not later than 30 days from the date of injury.
- A disability from work may occur *Not later than 30 days from the date of injury.
- The supervisor may complete technician's portion of the CA-1 on his/her behalf if the technician is unable to do so. Also a family member, a representative, or a union member may also complete the CA-1.

As soon as supervisor is aware that there has been a traumatic injury he/she should:

- Talk to the technician immediately or as soon as possible
- Personally investigate the incident
- Get witness statements if possible
- Determine if the accident was job-related; and
- Controvert COP if job-relatedness of injury is questionable, *OR* the injury is not traumatic, *OR* injury is not reported within 30 days. Controverting COP is done on the reverse side of the CA-1.
- ****IMPORTANT – If COP is controverted, the agency must continue to pay an employee unless one of the following conditions applies:**
 - The disability is a result of an Occupational Disease or Illness.
 - The employee is not a citizen of the U.S., Canada, or the territory under the administration of the Panama Canal Commission.
 - The injury was not reported on a CA-1 within 30-days of the injury.
 - Work stoppage first occurred more than 45 days after the injury.
 - The injury occurred off the employing agency's premises and the employee was not engaged in official "off-premises" duties.
 - The employee caused the injury by his willful misconduct, or the employee intended to bring about his or her injury or death or that of another person, or the employee's intoxication was the proximate cause of the injury.
 - The employee first reported the injury after employment was terminated.
 - The employee is enrolled in the Civil Air Patrol, Peace Corps, Job Corps, Youth Conservation Corps, work study program, or other group covered by special legislation.
 - The employee serves in a position without pay or nominal pay.
- The CA-1 must contain the original signature of the person giving notice.
- The technician completes the front of the CA-1 and returns the form to his/her supervisor (preferably the day received or the next day)
- The supervisor reviews the front of the form for completeness and accuracy and assist the technician in correcting any deficiencies found.

- The supervisor completes and signs the reverse side of form CA-1, adding his/her telephone number and sends the CA-1 to the HRO (OWCP Specialist) within 5 days of the date of injury. *The supervisor signs and returns the employee receipt attached to the CA-1 and gives a copy of the entire form to the technician.
- **IMPORTANT** – Supervisor is to advise the technician of his/her responsibility to submit medical evidence of disability within 10 work days or risk termination of COP.
- It is IMPORTANT to have your employees aware that (1) A CA-1 must be completed within 30 days of the incident to be eligible for COP, AND (2) A CA-1 must be completed within 3 years of the incident to avoid forfeiting all compensation entitlements
- In cases where there is a remote designee, the supervisor should forward the CA-1 immediately to the remote designee so that the CA-1 can then be forwarded on to the HRO/OWCP Specialist.
- ****NOTE:** The AZ National Guard is required by regulation to submit an employee's Notice Of Injury (Form CA-1 or CA-2) within 10 working days from the date the employee submits it to the supervisor.

❖ CA-2 (Notice of Occupational Disease)
(Used for Occupational Disease Only)

- This form is to be completed whenever:
- The technician first becomes aware and is exposed to an occupational disease/illness
- The technician may or will lose time from work on any day because of the disease or
- The disability for work may subsequently occur.

❖ CA-2a (Notice of Recurrence)
(Used for both Traumatic Injury and Occupational Disease/Illness)

- A CA-2a is submitted when the technician is again disabled due to the original injury or occupational disease/illness. If the employee has re-injured the same body part this is not a recurrence, thus this is a new injury and a CA-1 should be completed.
- If the employee was entitled to use COP and the 45 calendar days of COP have not be exhausted, he or she may elect to use the remaining days if the 45 days have not elapsed since the first return to duty. Otherwise, the technician may

elect to use his/her sick leave or annual leave pending adjudication of the claim for recurrence.

- The technician should submit factual and medical evidence, paying particular attention to the need for bridging information that describes his/her condition and job duties between the original injury and the recurrence.

IMPORTANT TO REMEMBER: No medical treatment is authorized by OWCP until a claim for recurrence is accepted, but OWCP may authorize an emergency medical examination without the CA-2a.

❖ CA-3 (Report of Termination of Disability)

(Used for both Traumatic Injury and Occupational Disease/Illness)

- Submitted by supervisor to notify OWCP that the disability from injury has terminated and/or that continuation of pay has terminated and/or that employee has returned to work.

❖ CA-7 (Claim for Compensation)

(Used for both Traumatic Injury and Occupational Disease/Illness)

- A CA-7 is completed when a technician is filing for compensation due to lost time from work or for a scheduled award. A schedule award is a monetary compensation for loss of function to part of the body, i.e. loss of finger, loss of hearing.
- **IMPORTANT TO REMEMBER:** Supervisor should advise the technician to complete a CA-7 on the 30th day of COP to be returned within a week so employee has no loss wages. Supervisor is to complete Section 8 through 15 as directed and promptly forward The CA-7 to the HRO/Workers Compensation Specialist so it can be forwarded no later than the 40th day of COP.
- If a technician should return to work after a CA-7 has been filed the supervisor should notify OWCP by telephone so as to prevent overpayments and then later provide written confirmation of the return to duty.
- The CA-7 is filed for continuing compensation due to a recurrence and should be submitted every two weeks or by instructions from OWCP. This replaces the CA-8.

❖ CA-7a (Time Analysis Form)

(Used for both Traumatic Injury and Occupational Disease/Illness)

- A CA-7a is completed when more than one continuous period of leave is being claimed, i.e. LWOP, sick leave, or annual leave for doctor visits, etc.

❖ CA-7b (Leave Buy Back (LBB))
Worksheet/Certification and Election)

(Used for both Traumatic Injury and Occupational/Disease/Illness)

- A CA-7b is completed when a technician wishes to repurchase his/her sick leave or annual leave.
- A technician may use sick or annual leave pending the adjudication of his/her claim.
- The supervisor should certify the amount and kind of leave used for each day claimed, and the employee should submit medical evidence supporting the period of repurchase.
- Leave is paid at 100% of the usual wage rate and compensation is paid as a percentage (either 2/3 if single and 3/4 with dependents), the technician will owe the agency money for repurchased leave.

❖ CA-16 (Authorization for Treatment)
(Used for Traumatic Injury Only)

- A CA-16 should be issued within 4 hours of the request.
- The technician takes the CA-16 to a qualified physician or hospital of his choice. The supervisor may give a verbal authorization for treatment in an emergency and send the completed form to the medical facility within 48 hours.
- The supervisor should use discretion when issuing a CA-16 to a technician who reports an injury several days after the fact or does not request medical treatment within 24 hours of the injury.
- If supervisor doubts whether the employee's condition is related to his/her employment then the supervisor can issue a CA-16 if not more than 5 workdays have passed since the day of injury.
- A technician may not use CA-16 to authorize his/her own treatment.
- The employee only receives "one" CA-16 that will cover treatment even if the technician is referred to another physician for up to 60 days or up to \$1,500.00. During this time the Office of Workers' Compensation will review the case for acceptance or denial. If claim is accepted, OWCP will continue to pay medical expenses.
- The supervisor should request that the technician have their physician or hospital complete part "B" of the CA-16 and return it to the supervisor or the OWCP Specialist within 3 working days for processing.
- A CA-16 should be given to a technician going on TDY.
- **REMEMBER** - Supervisors are to submit all OWCP documents through their remote designee to the HRO/Workers Compensation Specialist.

❖ CA-17 (Duty Status Report)

(Used for both Traumatic Injury and Occupational Disease/Illness)

- This form is optional, but may be given to employee by supervisor to obtain interim medical reports about the technician's fitness for duty.
- It may be initially issued with the CA-16 for technician to carry with him/her on their first doctor's visit
- The supervisor should complete the agency's portion of the form by describing the physical requirements of the technician's job
- The supervisor is to note any availability of light or limited duty
- The technician should return the CA-17 to the supervisor after signing
- The supervisor may issue the CA-17 as often as he/she feels it is necessary

❖ CA-20 (Attending Physicians Report)

(Used for both Traumatic Injury and Occupational Disease/Illness)

- The CA-20 is given to the technician and is completed by his/her physician along with the CA-7 that the technician and supervisor completes.
- Medical dictation/notes from the attending physician who has answered all the questions that are on the CA-20, is also acceptable.

❖ CA-35a – h

(Series Specialized Occupational Disease Checklists)

(Used only for Occupational Disease/Illness)

- The 35 a-h are 8 different checklist for occupational diseases/illness
(a) Occupational Disease in General (b) Hearing Loss (c) Asbestos-Related Illness (d) Coronary/Vascular Condition (e) Skin Disease (f) Pulmonary Illness (g) Psychiatric Illness (h) Carpal Tunnel Syndrome.
- The technician must attached the pertinent 35 a-h checklist to the CA-2 claim form.
- Questions asked on the checklist must be answered thoroughly and may be written on a plain piece of paper. If a question is not applicable put N/A for that numbered question

❖ CA-915 (Claimant Reimbursement)

(Used for both Traumatic Injury and Occupational Disease)

- The technician will ask the supervisor for this form when a bill has been paid by the technician and he/she wishes to be reimbursed.
- The CA-915 is completed and sent to the HRO, OWCP Specialist. The technician should also attach the billing form HCFA 1500 or HCFA 1450.

❖ HCFA 1500 (HEALTH INSURANCE CLAIM FORM)
(Used for both Traumatic Injury and Occupational Disease/Illness)

- **The HCFA 1500 is an American Medical Association Standard Health Form for billing that is initiated by the doctors offices, to include dentists, laboratories, x-ray facilities, chiropractors, therapists, and suppliers of medical equipment.**
- **Hospitals bill only on a HCFA 1450(also called the UB-92 form).**
- **Some occupational disease claims require less evidence to adjudicate than others when the medical evidence confirms the diagnosis, (like exposure to poison ivy), but other claims i.e. hearing loss, exposure to chemicals or toxins require more medical documentation.**